12 CHAPTER: VIEW VENDOR PAYMENT INFORMATION

12.1 Overview

A Vendor Payment in IRMS is an entry representing a vendor payment or other available resource received from the Department of Accounts (DOA) or a Decentralized Agency (DCA) that can be used by TAX to match existing TAX liabilities and outstanding claims. You can view Vendor Payment Information at a summary and at a detail level in the IRMS Web application. All of the information on the DOA Payment Summary and Detail windows and the DCA Payment Summary and Detail windows is view only and cannot be changed.

IRMS will match the available DOA or DCA Payment Transaction received to the following claims:

- Claims for state agencies only

- Claims with balance greater than or equal to $5.00

- Claims for the current year

- Claims with a status of Open or Matched

12.2 View DOA Payment Summary Information

You can view DOA Payment Summary Information in the IRMS Web application on the DOA Payment Summary window.
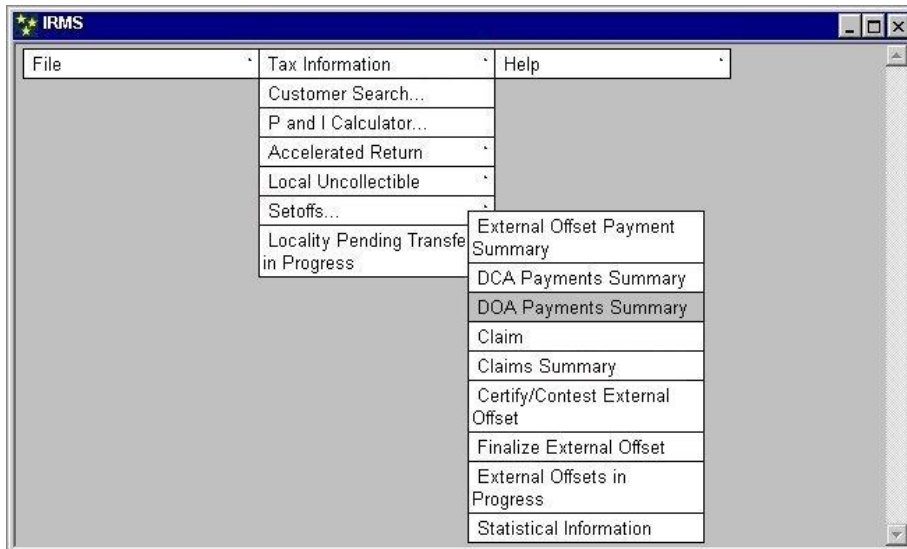
DOA Payment Summary Window

The illustration below is the DOA Payment Summary window.

DOA Payment Summary Fields

The table below lists the fields in the DOA Payment Summary window and provides a brief description of each.

Field	Field Type	Description
FEIN	Conditionally Required	The FEIN (Federal Employer Identification Number) for the Business whose payment you want to view. Required if you do not select SSN or Transaction ID.
SSN	Conditionally Required	The Social Security Number of the individual whose payment you want to view. Required if you do not select FEIN or Transaction ID.
Transaction ID	Conditionally Required	The unique identifier assigned to the record on the file received from the Department of Accounts (DOA) that represents a payment to be issued to a business or person. Required if you do not select FEIN or SSN.
Name:	System Generated	The name of the taxpayer.
Street:	System Generated	The street address of the taxpayer.
City:	System Generated	The city of residence of the taxpayer.

Field	Field Type	Description
State:	System Generated	The state of residence of the taxpayer.
Zip:	System Generated	The zip code for the taxpayer.
Transaction ID	System Generated	The unique identifier assigned to the record on the file received from the Department of Accounts (DOA) that represents a payment to be issued to a business or person.
Disbursing Agency Name	System Generated	The name of the agency initiating payment to the business or person.
Disbursing Agency Code	System Generated	A unique number that identifies the Disbursing Agency.
Agency List Number	System Generated	A unique identifier supplied by the Department of Accounts (DOA).
Total Transaction Amount	System Generated	The total amount of the DOA Payment.
Customer Acct Number	System Generated	The customer number supplied by the Department of Accounts (DOA).
Vendor Name	System Generated	The name of the taxpayer
Vendor Address	System Generated	The address of the taxpayer

View DOA Payment Summary Information

The following steps are performed to view the DOA Payment Summary.

Step 1: From the IRMS Main menu, select **Tax Information: Setoffs: DOA Payments Summary**.
The DOA Payment Summary window opens.

Step 2: Select the **FEIN**, **SSN**, or **Transaction ID** radio button to indicate how you want to perform a search.

Step 3: Type the **FEIN**, **SSN**, or **Transaction ID** (Do not type hyphens).

Step 4: Click **Find**.
The window populates with the information related to the FEIN, SSN, or Transaction ID you entered.

Step 5: Click **Close** when you are finished viewing the information to exit the window and return to the IRMS main menu.

12.3 View DOA Payment Detail Information

You can view DOA Payment Details in the IRMS Web application on the DOA Payment Detail window.

DOA Payment Detail Window

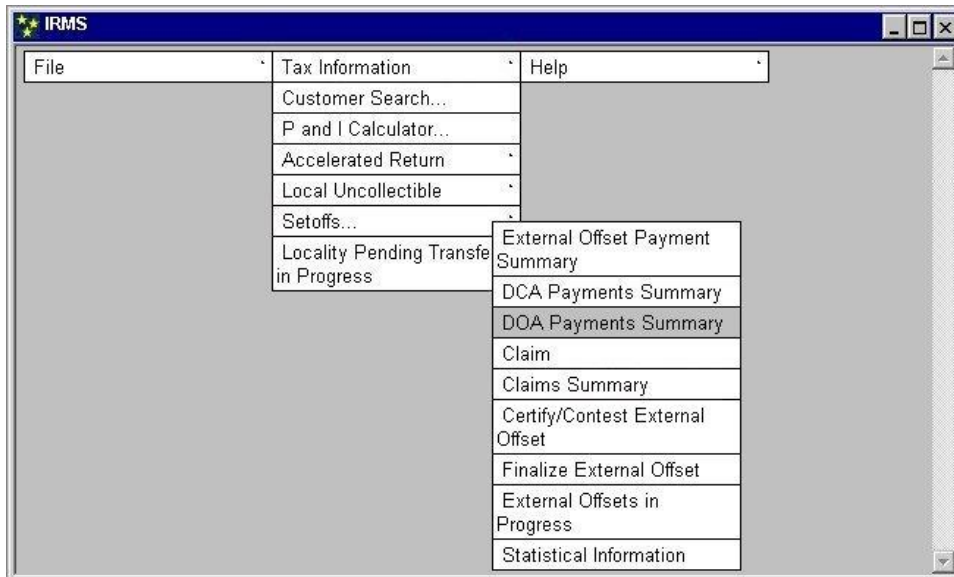The illustration below is the DOA Payment Detail window.

DOA Payment Detail Fields

The table below lists the fields in the DOA Payment Detail window and provides a brief description of each.

Field	Field Type	Description
Name:	System Generated	Name of the person for which the DOA payment was issued.
FEIN:	System Generated	The FEIN (Federal Employer Identification Number) for the Business.
SSN:	System Generated	The Social Security Number of the individual.
Transaction ID:	System Generated	The unique identifier assigned to the record on the file received from the Department of Accounts (DOA) that represents a payment to be issued to a business or person.
Customer Account Number:	System Generated	The customer number supplied by the Department of Accounts.

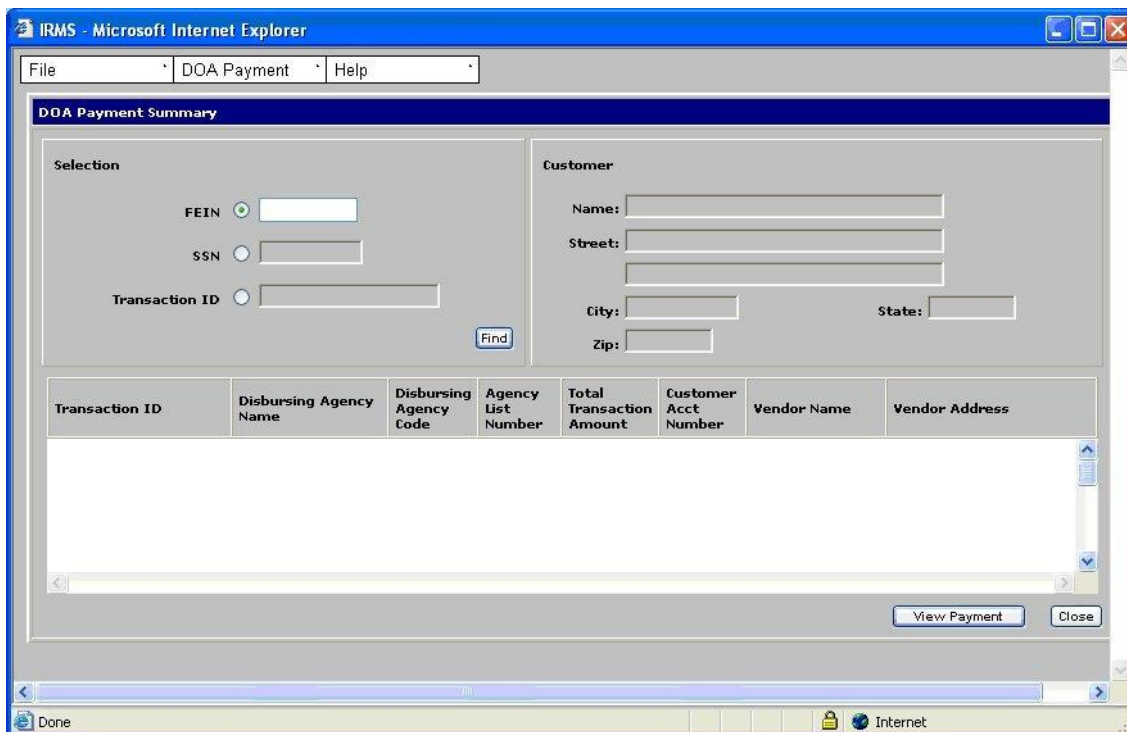| Field	Field Type	Description
Disbursing Agency Name:	System Generated	The name of the agency initiating payment to the business or person.
Disbursing Agency Code:	System Generated	A unique number that identifies the agency initiating payment to the business or person.
Agency List Number:	System Generated	A number provided by the Department of Accounts (DOA).
Agency Voucher Number:	System Generated	A number provided by the Department of Accounts (DOA).
Agency Reference Number:	System Generated	A number provided by the Department of Accounts (DOA).
Transaction Amount:	System Generated	The amount of the payment as provided by the Department of Accounts (DOA).
Invoice Number:	System Generated	A number provided by the Department of Accounts (DOA).
Invoice Date:	System Generated	A date provided by the Department of Accounts (DOA).
Invoice Description:	System Generated	An explanation of the invoice provided by the Department of Accounts (DOA).
Address:	System Generated	The customer's address
Submitted Date:	System Generated	The date the Department of Accounts (DOA) payment information was received by TAX.
Total Match Amount:	System Generated	The amount TAX has matched to outstanding claims or debts in IRMS.
Total Refund Order Amount:	System Generated	The amount refunded to the customer that was not used during the set-off process.
Agency Name	System Generated	The intended recipient of the Department of Accounts (DOA) payment.
Agency Code	System Generated	The code of the intended recipient agency.
Status	System Generated	The status of the offset entry in IRMS (i.e. posted, pending, proposed, cancelled).
Match Amount	System Generated	The amount of the DOA payment matched to claims outstanding claims or debts in IRMS.
Match Status	System Generated	The current state of the match in IRMS (i.e. Active, Certified, Contested, Finalized, Withdrawn, or Defaulted).
Match Date	System Generated	The date a match was made to the claim.
Last Update	System Generated	Date of last update recorded in IRMS.

View DOA Payment Detail Information

The following steps are performed to view the DOA Payment Detail.

Step 1: From the IRMS Main menu, select **Tax Information: Setoffs: DOA Payments Summary**.
The DOA Payment Summary window opens.

Step 2: Select the **FEIN**, **SSN**, or **Transaction ID** radio button to indicate how you want to perform a search.

Step 3: Type the **FEIN**, **SSN**, or **Transaction ID** (Do not type hyphens).

Step 4: Click **Find**.
The window populates with the information related to the FEIN, SSN, or Transaction ID you entered.

Step 5: Click **View Payment**.
The DOA Payment Detail window opens.

Step 6: Click **Close** when you are finished viewing the information to return to the DOA Payment Summary window.

12.4 View DCA Payment Summary Information

You can view DCA Payment Summary Information in the IRMS Web application on the DCA Payment Summary window.

DCA Payment Summary Window

The illustration below is the DCA Payment Summary window.

DCA Payment Summary Fields

The table below lists the fields in the DCA Payment Summary window and provides a brief description of each.

Field	Field Type	Description
FEIN	Conditionally Required	The FEIN (Federal Employer Identification Number) for the Business whose payment you want to view. Required if you do not select SSN or Transaction ID.
SSN	Conditionally Required	The Social Security Number of the individual whose payment you want to view. Required if you do not select FEIN or Transaction ID.
Transaction ID	Conditionally Required	The unique identifier assigned to the record on the file received from the Decentralized Agency (DCA) that represents a payment to be issued to a business or person. Required if you do not select FEIN or SSN.
Name:	System Generated	The name of the taxpayer.
Street:	System Generated	The street address of the taxpayer.
City:	System Generated	The city of residence of the taxpayer.

Field	Field Type	Description
State:	System Generated	The state of residence of the taxpayer.
Zip:	System Generated	The zip code for the taxpayer.
Transaction ID	System Generated	The unique identifier assigned to the record on the file received from the Decentralized Agency (DCA) that represents a payment to be issued to a business or person.
Disbursing Agency Name	System Generated	The name of the agency initiating payment to the business or person.
Disbursing Agency Code	System Generated	A unique number that identifies the Disbursing Agency.
Total Transaction Amount	System Generated	The total amount of the DCA Payment.
Customer Acct Number	System Generated	The customer number supplied by the Decentralized Agency (DCA).
Vendor Name	System Generated	The name of the taxpayer
Vendor Address	System Generated	The address of the taxpayer

View DCA Payment Summary Information

The following steps are performed to view the DCA Payment Summary.

Step 1: From the IRMS Main menu, select **Tax Information: Setoffs: DCA Payments Summary**.
The DCA Payment Summary window opens.

Step 2: Select the **FEIN**, **SSN**, or **Transaction ID** radio button to indicate how you want to perform a search.

Step 3: Type the **FEIN**, **SSN**, or **Transaction ID** (Do not type hyphens).

Step 4: Click **Find**.
The window populates with the information related to the FEIN, SSN, or Transaction ID you entered.

Step 5: Click **Close** when you are finished viewing the information to exit the window and return to the IRMS main menu.

12.5 View DCA Payment Detail Information

You can view DCA Payment Details in the IRMS Web application on the DCA Payment Detail window.

DCA Payment Detail Window

The illustration below is the DCA Payment Detail window.

DCA Payment Detail Fields

The table below lists the fields in the DCA Payment Detail window and provides a brief description of each.

Field	Field Type	Description
Name:	System Generated	Name of the person for which the DCA payment was issued.
FEIN:	System Generated	The FEIN (Federal Employer Identification Number) for the Business.
SSN:	System Generated	The Social Security Number of the individual.
Transaction ID:	System Generated	The unique identifier assigned to the record on the file received from the Decentralized Agency (DCA) that represents a payment to be issued to a business or person.
Customer Account Number:	System Generated	The customer number supplied by the Decentralized Agency.
Disbursing Agency Name:	System Generated	The name of the agency initiating payment to the business or person.

Field	Field Type	Description
Disbursing Agency Code:	System Generated	A unique number that identifies the agency initiating payment to the business or person.
Agency Voucher Number:	System Generated	A number provided by the Decentralized Agency (DCA).
Agency Reference Number:	System Generated	A number provided by the Decentralized Agency (DCA).
Transaction Amount:	System Generated	The amount of the payment as provided by the Decentralized Agency (DCA).
Invoice Number:	System Generated	A number provided by the Decentralized Agency (DCA).
Invoice Date:	System Generated	A date provided by the Decentralized Agency (DCA).
Invoice Description:	System Generated	An explanation of the invoice provided by the Decentralized Agency (DCA).
Address	System Generated	The address of the taxpayer
Submitted Date:	System Generated	The date the Decentralized Agency (DCA) payment information was received by TAX.
Total Match Amount:	System Generated	The amount TAX has matched to outstanding claims or debts in IRMS.
Total Refund Order Amount:	System Generated	The amount refunded to the customer that was not used during the set-off process.
Agency Name	System Generated	The intended recipient of the Decentralized Agency (DCA) payment.
Agency Code	System Generated	The code of the intended recipient agency.
Status	System Generated	The status of the offset entry in IRMS (i.e. posted, pending, proposed, cancelled).
Match Amount	System Generated	The amount of the DCA payment matched to claims outstanding claims or debts in IRMS.
Match Status	System Generated	The current state of the match in IRMS (i.e. Active, Certified, Contested, Finalized, Withdrawn, or Defaulted).
Match Date	System Generated	The date a match was made to the claim.
Last Update	System Generated	Date of last update recorded in IRMS.

View DCA Payment Detail Information

The following steps are performed to view the DCA Payment Detail.

Step 1: From the IRMS Main menu, select **Tax Information: Setoffs: DCA Payments Summary**.
The DCA Payment Summary window opens.

Step 2: Select the **FEIN**, **SSN**, or **Transaction ID** radio button to indicate how you want to perform a search.

Step 3: Type the **FEIN**, **SSN**, or **Transaction ID** (Do not type hyphens).

Step 4: Click **Find**.
The window populates with the information related to the FEIN, SSN, or Transaction ID you entered.

Step 5: Click **View Payment**.
The DCA Payment Detail window opens.

Step 6: Click **Close** when you are finished viewing the information to return to the DCA Payment Summary window.